

GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide



Table of Contents

| | |
|--|----|
| Creating a New Document | 2 |
| Editing a Document..... | 3 |
| Collaborate on a Document..... | 3 |
| Revision History..... | 4 |
| Sharing your Documents..... | 6 |
| Inviting people to View, Edit, or Comment | 7 |
| Uploading an Existing Document..... | 8 |
| How to Upload Folders | 9 |
| How to Upload using Chrome..... | 9 |
| How to Upload using a browser other than Chrome..... | 10 |
| Upload Settings | 10 |
| Setting your upload preferences | 10 |
| Creating and Editing Folders | 11 |
| Creating a Folder..... | 11 |
| Additional options | 12 |
| Share your Folder..... | 12 |

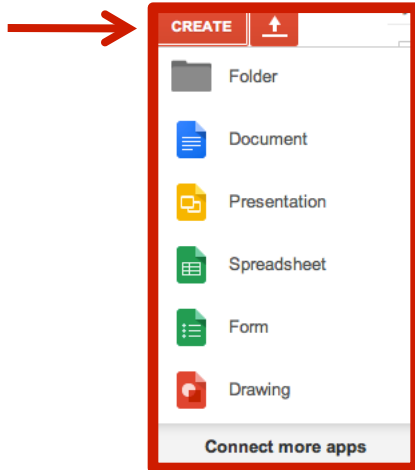
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Google Apps *Documents* Step-by-Step Guide

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Creating a New Document

1. To create a new document, you may click on the drop-down menu to *Create new* – Document, Presentation, Spreadsheet, Form, Drawing, or Folder.



2. A word processing window will appear and you will have many different options (i.e. sharing, saving, and formatting).

Document Title

Share your Document



3. To give the document a title. Type in the Untitled Document area (place your cursor over the words and click). To begin typing in the document, place your cursor in the document itself until it starts blinking (pg. 3). When the cursor begins to blink you may begin typing. You will then format the document as you would in Microsoft Word.
4. Share your document with others (pg. 6). Type their name or email and then choose whether they can view or edit the document.
5. If others join your document (pg. 3), you will notice the chat windows increasing to the left of comments. They will be different colors, showcasing the different people in the document.

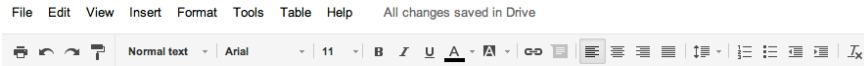
NOTE: Try out the formatting capabilities in Google Documents.

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Google Apps *Documents* Step-by-Step Guide

Editing a Document

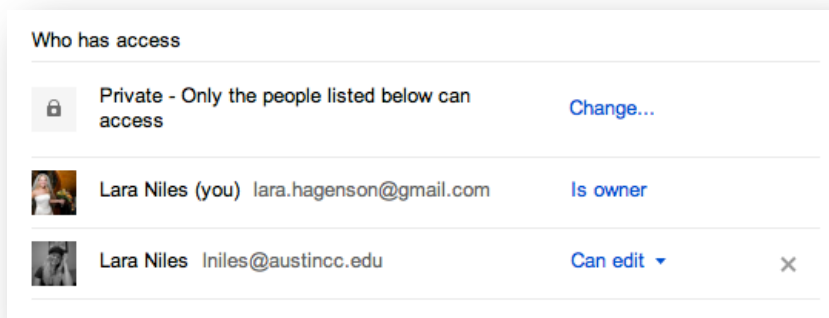
1. You have the ability to edit your own documents.
2. The functionality is improving each quarter.



Collaborate on a Document

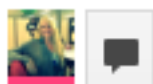
3. Google Apps makes it very easy to collaborate with document editing. You may see all the changes others have added or removed (you would have had to share the document with them in order for them to make the changes).

For example, Lara Niles shared a document with LN. So, LN would receive an email in her inbox, indicating that she was given editing rights with Lara's test document. LN now has the ability to edit the document Lara shared with her.



LN will edit the document. She can erase, add new text, change font color, etc.

4. Lara could also chat with LN, if LN is viewing the document at the same time. This is an important function for those working exclusively on updating a document. Now both editors can communicate real time as they are editing the same document.
5. You have to click on the chat button (below) in the upper right-hand corner to open the chat window.

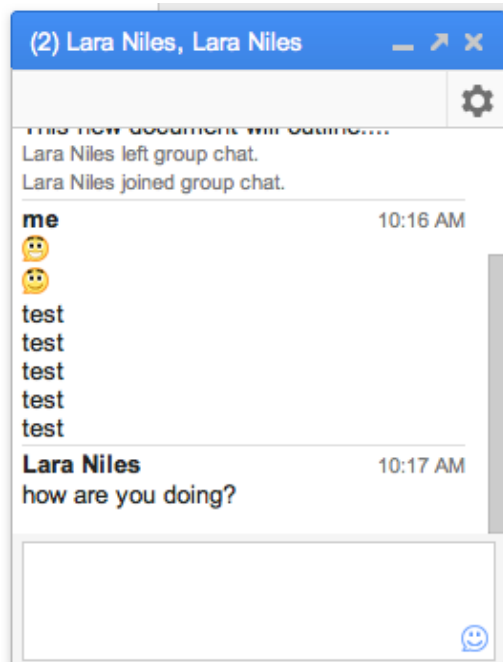


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GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide

- The chat window will appear in the lower right-hand corner of the document window.

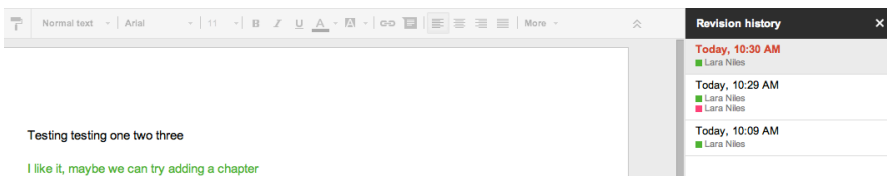


- You can pop the window out by selecting the middle angled arrow or you can choose to minimize the window by clicking on the flat line to the left of the angled arrow.

Revision History

- To view the revision history of your document, open your document. Then **click on File - > See revision history**.

When selected, you will notice that your document may now contain many different colors. These colors are associated with those that are editing or have edited the shared document.



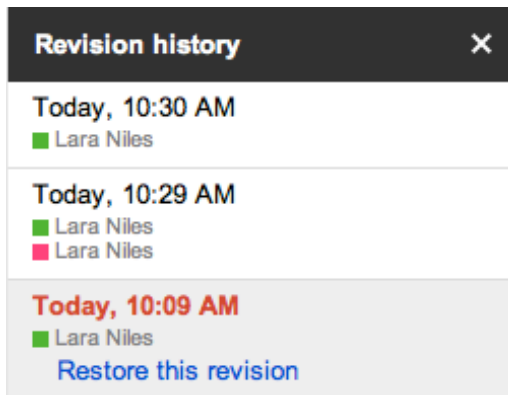
Personal Notes

GOOGLE DRIVE

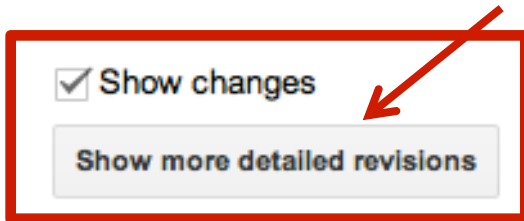
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For example, if LN did not like the additions Lara added to the document, she may return to the earlier version of the document and choose to **Restore this revision**. To do this LN would need to **click on the 10:09 AM version** and **click on Restore this revision**.

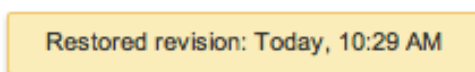


Everyone who has access to the document may also see more detailed revisions by clicking on the Show more detailed revisions button on the lower-right hand corner of the window.



This revision history is very detailed and may be easier to use when finding a specific change during a specific time period.

2. Once you “Restore this revision”, the document will automatically revert to the previous revision and you will see a popup appear across the top of the document window.



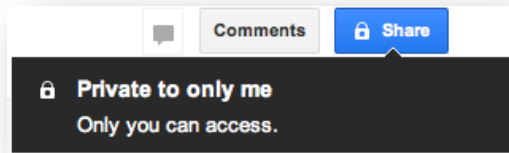
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Google Apps *Documents* Step-by-Step Guide

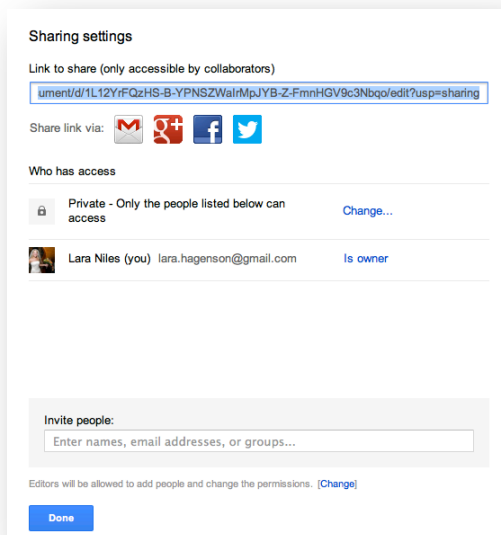
Sharing your Documents

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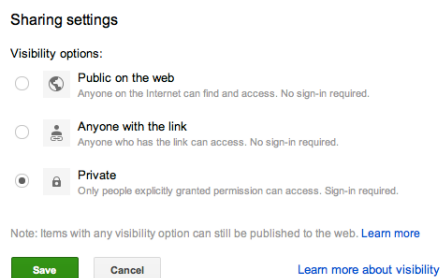
1. Scroll your cursor over the blue “Share” button in the top right-hand corner. The document I am currently working on reads “Private to only me” (see below).



2. To change the permission, click one time on the blue “Share” button.
3. The Share Settings window appears:



4. To the right of Private, click Change... This will enable you to change your visibility options. Save when you are ready to exit the window.



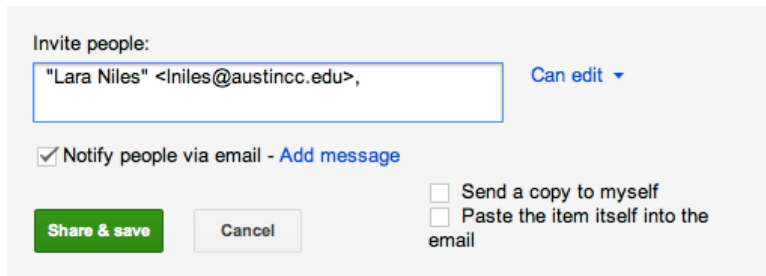
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Inviting people to View, Edit, or Comment

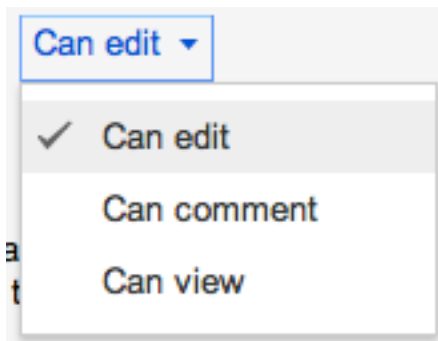
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1. To invite specific people to view, edit, or comment on your document, click on the blue Share button in the top right-hand corner of the document window.
2. Start typing in the name or email address of the first person you would like to add. You will notice the small window now appears to have more fields to view and prepare.



Editors will be allowed to add people and change the permissions. [\[Change\]](#)

3. You can choose edit, view, or comment from the drop-down menu to the right of the “invite people” box.



4. You can also choose to send a copy of the invitation to yourself and also paste the item itself into the email.
5. When ready, select the green button to Share & save the document with the new permissions.

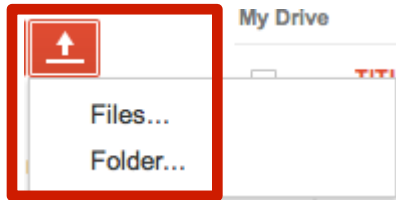
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Google Apps *Documents* Step-by-Step Guide

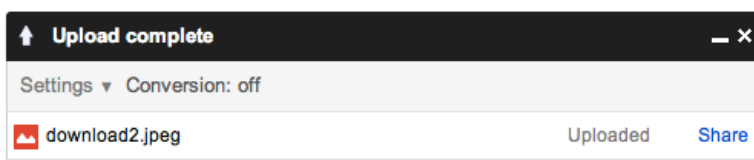
Uploading an Existing Document

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1. You may upload an existing document into Google Drive by **clicking the Upload button.**



2. There are two ways to upload files to Google Docs:
 - a. Dragging files directly into your Drive List
 - b. Clicking the **Upload** button and selecting **Files...**
3. Drag-and-drop file upload
 - a. You can drag-and-drop your files directly from your computer into your Drive List, and even straight into a Folder.
 - b. This feature is available only in the latest versions of Chrome and Firefox. If you aren't working in the latest version of Chrome or Firefox, you can click the **Upload** button and select **Files** from the drop-down menu.
4. File upload
 - a. To manually select files from your computer to upload to Google Drive, follow these steps:
 - i. In your Drive List, click the **Upload** button and select **Files...** from the drop-down menu.
 - ii. Select the file you'd like to upload to Google Docs. To select multiple files, press Shift or Ctrl and click all the files to upload.
 - iii. Your file will appear in your Drive List.
5. The Upload complete window appears for all the instances above. Once your files are uploading, this window will appear. Once your document has uploaded the window will showcase that the upload is complete.



GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide

NOTE: You may select conversion options for your uploaded documents. Google gives you a link to check file types and size limits for your documents and gives you options for destination collections and privacy settings before uploading your document. If you convert documents into Google documents then they will not take more of your Drive space. If you choose to upload non-Google documents, then your Drive space may fill up quickly. Converting over PDF files may be problematic because of formatting issues.

How to Upload Folders

Uploading a folder can save you the time and hassle of uploading individual files from your computer to Google Drive. When you upload a folder, you'll also save the time it takes you to organize your files. You can upload one or more folders to the Drive List at a time. Individual files within that folder will be uploaded, and subfolder structure will be maintained.

For example, let's say you have a folder on your desktop called "Photos." Within this folder, you have sub-folders named "Family photos," "Vacation photos," and "Landscapes," each containing five photos. When you upload the "Photos" folder to Google Docs, each of the sub-folders and the photos within them will also be uploaded in the same structure.

How to Upload using Chrome

1. Click the **Upload** button and select **Folder...**
 - If you see **Enable folder upload** and you're in Chrome, then you will need to update Chrome to the latest version.
2. Select one or more folders to upload. All files and sub-folders within that folder will also be uploaded.
3. A box that indicates the progress of your folder upload, as well as a list of the files being uploaded, appears in the bottom right of your Drive List.
4. When you're done with your upload you can click the link to open the uploaded folder in your Drive List or close the box by clicking the x in the upper right of the box. The folder will appear in your Drive list and in the drop-down My Drive list located on the left-hand menu.

Personal Notes

GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide

How to Upload using a browser other than Chrome

If you're working in a browser other than Chrome, you'll need to enable Java in your browser and install an applet in order to upload folders to Google Drive.

1. Enable Java in your browser.
2. Confirm that Java is enabled by visiting the Java test page.
3. Install the Java applet.
 - Click the **Upload** button in the Documents List and install the Java Applet when prompted.
 - A security dialog will open asking if you want to allow an applet to run. Install this applet. Note: The applet will be signed by Google Inc.

NOTE: You'll need to enable folder upload in these browsers each time you visit your Drive list.

Upload Settings

Setting your upload preferences

Setting your upload preferences makes it easier for you to have consistency when you're uploading files or folders -- every time you upload a file or folder, these preferences will be applied. The first time you upload a file, the "Upload settings" dialog opens automatically.

In the "Upload settings" dialog, you can select from these options:

- Convert uploaded files to Google Docs format.
 - Select this option to convert all of your files from their existing format into an editable online version in Google Docs. If you don't select this option, this document will appear as a view-only document in the Google Docs Viewer.
- Convert text from uploaded PDF or images files.
 - Select this option to convert image files into a collaborative online version in Google Docs by using Optical Character Recognition (OCR) technology.

These settings will apply to all future uploads, but you may change your settings at any time either by clicking the Settings drop-down menu, located in the upper right-hand corner of your Drive window.

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GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide

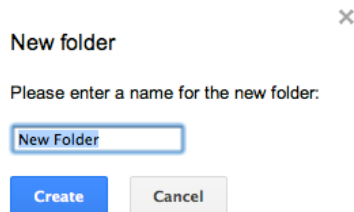
Creating and Editing Folders

Folders are a combination of the best features of labels and folders. A file can have multiple folders, much like the labels in Gmail. Folders can also be stored hierarchically, like folders on your desktop. In addition, folders can be shared.

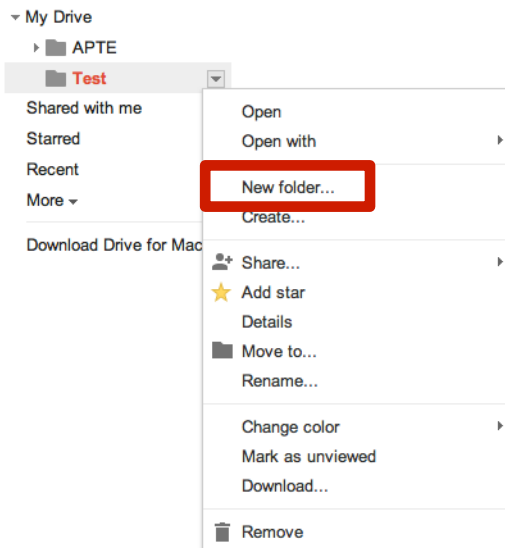
Creating a Folder

To create a folder, follow these steps:

1. Click the **Create new** button at the top left of your Documents List.
2. Select **Folder** from the drop-down menu.
3. In the screen that appears, label your new folder. Click Create once you enter your label.



The folder you created now appears in your **My Drive** list. If you want to create a second collection inside the first, then use the drop-down arrow to the right of your collection and select **New folder...**



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Additional options

Brighten up your Drive List by adding some color to your collections. Select the collection and choose **Change color**.

Drag-and-drop documents in your Drive list into a folder.

Share your Folder

Share your folder just like you would a document. Click on the drop-down arrow to the right of the collection name and choose Share. You will then choose who should have access to the collection and what permissions that should have when viewing or editing (see page 6, Sharing your Document).

NOTE: If you do a lot of projects or produce a lot of documents that you find are always shared with the same people over and over again. You can establish your shared folder settings first and then drag and drop files directly into the folder. Any document that is drug and dropped into that folder would take on the permissions of the folder. This happens even if you have permission already tied to a document.

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GOOGLE DRIVE

Google Apps *Documents* Step-by-Step Guide

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